



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

Meeting Agenda

Measure C Citizens' Oversight Committee

Tuesday, November 13, 2018

6:00 PM

City Council Chamber, 2nd Floor, Merced Civic
Center, 678 W. 18th Street, Merced, CA 95340

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL

4. COMMUNICATIONS

5. CONSENT CALENDAR

- 5.1. [18-589](#) **SUBJECT: Citizens Oversight Committee Measure C Minutes of August 14, 2018**

REPORT IN BRIEF

Measure C Minutes from the meeting of August 14, 2018.

RECOMMENDATION

Adopt a motion approving and filing Citizens Oversight Committee Measure C Minutes of August 14, 2018.

6. REPORTS

- 6.1. [18-591](#) **SUBJECT: Brown Act Training for Committee Members**

REPORT IN BRIEF

Training will include an overview of the Brown Act.

RECOMMENDATION

Information - Only

- 6.2. [18-590](#) **SUBJECT: Revenue and Expense Reports - June 30, 2018 Final Unaudited and September 30, 2018**

RECOMMENDATION

Adopt a motion accepting as information only.

7. BUSINESS

7.1. [18-588](#) **SUBJECT:** Selection of a New Chair and Vice Chair

REPORT IN BRIEF

Yearly selection of a Chair and Vice Chair.

RECOMMENDATION

Nominate and appoint a Committee Member as Chair and Vice Chair.

8. ADJOURNMENT



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 18-589

Meeting Date: 11/13/2018

SUBJECT: Citizens Oversight Committee Measure C Minutes of August 14, 2018

REPORT IN BRIEF

Measure C Minutes from the meeting of August 14, 2018.

RECOMMENDATION

Adopt a motion approving and filing Citizens Oversight Committee Measure C Minutes of August 14, 2018.

ATTACHMENTS

1. Measure C Minutes 8-14-2018



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

Minutes Measure C Citizens' Oversight Committee

Tuesday, August 14, 2018

6:00 PM

1. PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

Chairperson HARRIS called the Regular Measure C Committee meeting to order at 6:00 PM.

3. ROLL CALL

Present: 5 - Michael Harris, Spencer Davies, Gregory Wright, Glenn Davis and Michelle Lee

Absent: 0

4. COMMUNICATIONS

There were none.

5. CONSENT CALENDAR

5.1. **SUBJECT:** Citizens Oversight Committee Measure C Minutes of May 23, 2017

REPORT IN BRIEF

Measure C Minutes from the meeting of May 23, 2017.

RECOMMENDATION

Adopt a motion approving and filing the Citizens Oversight Committee Measure C Minutes of May 23, 2017.

A motion was made by Member Wright, seconded by Member Davis, that this agenda item be approved. The motion carried by the following vote:

Aye: 5 - Chairperson Harris
Member Davies
Member Wright
Member Davis
Member Lee

No: 0

Absent: 0

5.2. **SUBJECT: Measure C - 2018-2019 Council Approved Budget**

RECOMMENDATION

Adopt a motion accepting as information only.

Finance Officer Venus RODRIGUEZ gave a slide show presentation on the 2018-2019 Council Approved Budget.

Committee Members and staff discussed the the 2018-2019 Council Approved Budget.

A motion was made by Member Wright, seconded by Member Davis, that this agenda item be approved. The motion carried by the following vote:

Aye: 3 - Chairperson Harris
Member Wright
Member Davis

No: 1 - Member Davies

Absent: 0

Abstain: 1 - Member Lee

6. REPORTS

6.1. **SUBJECT: Revenue and Expense Reports - June 30, 2018 Preliminary**

RECOMMENDATION

Adopt a motion accepting as information only.

Finance Officer Venus RODRIGUEZ gave a slide show presentation on revenue and expense reports - June 30, 2018 preliminary.

A motion was made by Member Wright, seconded by Member Davis, that this agenda item be approved. The motion carried by the following vote:

Aye: 5 - Chairperson Harris
Member Davies
Member Wright
Member Davis
Member Lee

No: 0

Absent: 0

6.2. **SUBJECT: Update on Street Projects**

REPORT IN BRIEF

Updates on the City's current street projects.

RECOMMENDATION

For Information Only

Assistant City Manager Stephanie DIETZ gave an update on street projects.

Clerk's Note: No formal action was taken on this item.

6.3.

SUBJECT: Discussion on a Tax Transparency Committee

REPORT IN BRIEF

Discussion on potentially combining Measure C and Measure Y into a Tax Transparency Committee.

RECOMMENDATION

For Information Only

Assistant City Manager Stephanie DIETZ briefly discussed a possible Tax Transparency Committee.

Committee Members and staff discussed potentially combining Measure C and Measure Y into one Oversight Committee.

Clerk's Note: No formal action was taken on this item.

7. BUSINESS

7.1. Committee Comments/Agenda Requests

There were none.

8. ADJOURNMENT

Clerk's Note: The Regular Measure C Meeting was adjourned at 6:31 PM.

A motion was made by Member Wright, seconded by Member Davis, to adjourn the Regular Measure C Meeting. The motion carried by the following vote:

Aye: 5 - Chairperson Harris
Member Davies
Member Wright
Member Davis
Member Lee

No: 0

Absent: 0

By:

Approved:

Jennifer Levesque
Deputy City Clerk

Chair



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 18-591

Meeting Date: 11/13/2018

SUBJECT: Brown Act Training for Committee Members

REPORT IN BRIEF

Training will include an overview of the Brown Act.

RECOMMENDATION

Information - Only



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 18-590

Meeting Date: 11/13/2018

SUBJECT: Revenue and Expense Reports - June 30, 2018 Final Unaudited and September 30, 2018

RECOMMENDATION

Adopt a motion accepting as information only.

ATTACHMENTS

1. Revenue and Expense Reports - June 30, 2018 Final Unaudited
2. Revenue and Expense Reports - September 30, 2018

STATEMENT I

**Measure C
Revenue and Expense Report Summary
6/30/2018 Final Unaudited**

	2017-2018 Adjusted Budget	Actual	Variance Over / (Under)
Beginning Balance 7/1/17	\$ 1,316,132	\$ 1,316,132	\$ -
Revenue			
General Sales and Use Tax	6,290,000	6,062,912	(227,088)
Investment Earnings	1,900	3,482	1,582
Transfer In - AB 109	6,608	6,608	-
Pers-EE Share	-	-	-
Intergovernmental	243,117	205,348	(37,769)
Special Fire Dept Service	109,937	109,937	-
Reimb Special Dept Expense	55,570	1,410	(54,160)
Administration Reimbursement	97,520	97,520	-
Total Revenue	<u>6,804,652</u>	<u>6,487,217</u>	<u>(317,435)</u>
Expenditures			
Salaries & Benefits	5,337,809	4,846,917	(490,892)
Materials, Supplies and Services	846,915	643,323	(203,592)
Acquisitions	162,003	108,713	(53,290)
Administration Reimbursement	460,755	460,755	-
Transfer Out-Street Maint/Light Fund	62,000	82,942	20,942
Transfer Out-Facilities Maint Fund	50,568	50,568	-
Total Expenditures	<u>6,920,050</u>	<u>6,193,218</u>	<u>(726,832)</u>
Ending Balance	<u>\$ 1,200,734</u>	<u>\$ 1,610,131</u>	<u>\$ 409,397</u>
Reconcilement to Cash Balance			
Receivable/Other Assets		(1,037,639)	
Liabilities		138,859	
Cash In Bank (Credit)		<u>711,352</u>	
Less Outstanding Encumbrances		(87,930)	
Balance		<u>\$ 623,422</u>	

Measure C Funded Positions

Position	Positions Authorized Adjusted Budget	Positions Filled	Positions Unfilled
Police Lieutenant	2.00	2.00	-
Police Officer/Senior/Trainee	15.99	11.99	4.00
Police Clerk I/II	2.00	2.00	-
Police Sergeant	2.00	2.00	-
Total Police	<u>21.99</u>	<u>17.99</u>	<u>4.00</u>
Fire Captain	2.80	2.80	-
Fire Fighter/Engineer	10.00	10.00	-
Total Fire	<u>12.80</u>	<u>12.80</u>	<u>-</u>
Grand Total	<u>34.79</u>	<u>30.79</u>	<u>4.00</u>

STATEMENT II

Measure C

**Revenue and Expense Report Detail by Department
6/30/2018 Final Unaudited**

	2017-2018				
	Original Budget	Budget Adjustments	Adjusted Budget	Actual	Variance Over / (Under)
Beginning Balance 7/1/17	\$ 1,051,250	\$ 264,882 ⁽¹⁾	\$ 1,316,132	\$ 1,316,132	\$ -
Revenue					
General Sales and Use Tax	6,290,000	-	6,290,000	6,062,912	(227,088)
Investment Earnings	1,900	-	1,900	3,482	1,582
Transfer In - AB 109	15,000	(8,392)	6,608	6,608	-
Pers-EE Share	266,557	(266,557)	-	-	-
Intergovernmental	220,695	22,422	243,117	205,348	(37,769)
Special Fire Dept Service	-	109,937	109,937	109,937	-
Reimb Special Dept Expense	55,570	-	55,570	1,410	(54,160)
Administration Reimbursement	97,520	-	97,520	97,520	-
Total Revenue	6,947,242	(142,590) ⁽²⁾	6,804,652	6,487,217	(317,435)
Expenditures					
Fire					
Salaries & Benefits	1,871,751	57,651	1,929,402	1,916,048	(13,354)
Materials, Supplies and Services	396,771	41,942	438,713	299,123	(139,590)
Acquisitions	-	50,003	50,003	50,003	-
Administration Reimbursement	318,491	-	318,491	318,491	-
Transfer Out-Facilities Maint Fund	568	-	568	568	-
Total Fire	2,587,581	149,596	2,737,177	2,584,233	(152,944)
Police					
Salaries & Benefits	3,583,602	(175,195)	3,408,407	2,930,869	(477,538)
Materials, Supplies and Services	411,254	(5,851)	405,403	344,114	(61,289)
Acquisitions	62,000	50,000	112,000	58,710	(53,290)
Administration Reimbursement	135,066	-	135,066	135,066	-
Trsf-Support Service	-	50,000	50,000	50,000	-
Total Police	4,191,922	(81,046) ⁽²⁾	4,110,876	3,518,759	(592,117)
Public Works					
Materials, Supplies and Services	48	2,751	2,799	86	(2,713)
Administration Reimbursement	7,198	-	7,198	7,198	-
Transfer Out-Street Maint/Light Fund	62,000	-	62,000	82,942	20,942
Total Public Works	69,246	2,751	71,997	90,226	18,229
Total Expenditures	6,848,749	71,301 ⁽²⁾	6,920,050	6,193,218	(726,832)
Ending Balance	\$ 1,149,743	\$ 50,991	\$ 1,200,734	1,610,131	\$ 409,397
Reconciliation to Cash Balance					
Receivable/Other Assets				(1,037,639)	
Liabilities				138,859	
Cash In Bank (Credit)				711,352	
Less Outstanding Encumbrances				(87,930)	
Balance				\$ 623,422	

(1) Adjustments to arrive at Final Budget for 2017-18 fiscal year

(2) Carryover encumbrances, capital projects, transfers between account lines and City Council actions

STATEMENT III

Measure C

Comparative Quarters Ending 6/30/18 and 6/30/17 Summary

	2017-2018				2016-2017			
	Adjusted Budget	Actual	Encumbrance	Variance Over / (Under)	Adjusted Budget	Actual	Encumbrance	Variance Over / (Under)
Beginning Balance 7/1/17	\$ 1,316,132	\$ 1,316,132	\$ -	\$ -	\$ 1,229,201	\$ 1,229,201	\$ -	\$ -
Revenue								
General Sales and Use Tax	6,290,000	6,062,912	-	(227,088)	6,100,000	4,885,692	-	(1,214,308)
Investment Earnings	1,900	3,482	-	1,582	660	1,743	-	1,083
Transfer In - AB 109	6,608	6,608	-	-	-	16,130	-	16,130
Transfer In - Unemployment	-	-	-	-	26,816	26,816	-	-
Pers-EE Share	-	-	-	-	271,666	243,461	-	(28,205)
Intergovernmental	243,117	205,348	-	(37,769)	277,489	108,155	-	(169,334)
Special Fire Dept Service	109,937	109,937	-	-	74,007	82,593	-	8,586
Reimb Special Dept Expense	55,570	1,410	-	(54,160)	-	-	-	-
Administration Reimbursement	97,520	97,520	-	-	56,047	56,047	-	-
Total Revenue	6,804,652	6,487,217	-	(317,435)	6,806,685	5,420,637	-	(1,386,048)
Expenditure								
Salaries	5,337,809	4,846,917	2,611	(488,281)	5,443,000	4,948,919	3,269	(490,812)
Materials, Supplies, and Services	846,915	643,323	53,594	(149,998)	673,853	432,496	139,421	(101,936)
Acquisitions	162,003	108,713	31,724	(21,566)	-	-	-	-
Administration Reimbursement	460,755	460,755	-	-	456,999	456,999	-	-
Capital Projects	-	-	-	-	-	-	-	-
Transfer Out - Street Maint/Light Fund	62,000	82,942	-	20,942	446,346	446,346	-	-
Transfer Out - Facilities Maint Fund	50,568	50,568	-	-	548	548	-	-
Total Expenditures	6,920,050	6,193,218	87,930	(638,902)	7,020,746	6,285,308	142,690	(592,748)
Ending Balance	\$ 1,200,734	1,610,131	\$ 87,930	\$ 321,467	\$ 1,015,140	364,530	\$ 142,690	\$ (793,300)
Reconcilement to Cash Balance								
Receivable/Other Assets		(1,037,639)				(24,621)		
Liabilities		138,859				155		
Cash In Bank (Credit)		711,352				340,064		
Less Outstanding Encumbrances		(87,930)				(142,690)		
Balance		\$ 623,422				\$ 197,374		

STATEMENT I

**Measure C
Revenue and Expense Report Summary
9/30/18**

	2018-2019 Adjusted Budget	Actual	Variance Over / (Under)
Beginning Balance 7/1/18	\$ 1,610,131	\$ 1,610,131	\$ -
Revenue			
General Sales and Use Tax	6,415,000	513,864	(5,901,136)
Investment Earnings	2,500	1,815	(685)
Transfer In - AB 109	-	-	-
Pers-EE Share	-	-	-
Intergovernmental	199,469	-	(199,469)
Special Fire Dept Service	-	-	-
Reimb Special Dept Expense	-	-	-
Administration Reimbursement	110,194	27,549	(82,645)
Total Revenue	<u>6,727,163</u>	<u>543,228</u>	<u>(6,183,935)</u>
Expenditures			
Salaries & Benefits	5,408,463	1,512,087	(3,896,376)
Materials, Supplies and Services	852,923	81,205	(771,718)
Acquisitions	99,358	-	(99,358)
Administration Reimbursement	527,287	131,826	(395,461)
Transfer Out-Street Maint/Light Fund	100,000	100,000	-
Transfer Out-Facilities Maint Fund	70,173	294	(69,879)
Total Expenditures	<u>7,058,204</u>	<u>1,825,412</u>	<u>(5,232,792)</u>
Ending Balance	<u>\$ 1,279,090</u>	<u>\$ 327,947</u>	<u>\$ (951,143)</u>
Reconciliation to Cash Balance			
Receivable/Other Assets		(8,606)	
Liabilities		44	
Cash In Bank (Credit)		<u>319,385</u>	
Less Outstanding Encumbrances		(88,412)	
Balance		<u>\$ 230,973</u>	

Measure C Funded Positions

Position	Positions Authorized Adjusted Budget	Positions Filled	Positions Unfilled
Police Lieutenant	2.00	2.00	-
Police Officer/Senior/Trainee	14.99	11.26	3.73
Police Clerk I/II	1.00	1.00	-
Police Sergeant	3.00	2.00	1.00
Total Police	<u>20.99</u>	<u>16.26</u>	<u>4.73</u>
Fire Captain	3.80	3.80	-
Fire Fighter/Engineer	9.00	9.00	-
Total Fire	<u>12.80</u>	<u>12.80</u>	<u>-</u>
Grand Total	<u>33.79</u>	<u>29.06</u>	<u>4.73</u>

STATEMENT II

Measure C

**Revenue and Expense Report Detail by Department
9/30/18**

	2018-2019				
	Original Budget	Budget Adjustments	Adjusted Budget	Actual	Variance Over / (Under)
Beginning Balance 7/1/18	\$ 1,610,131		⁽¹⁾ \$ 1,610,131	\$ 1,610,131	\$ -
Adjustment to Beginning Balance	-	-	-	-	-
Adjusted Beginning Balance	1,610,131	-	1,610,131	1,610,131	-
Revenue					
General Sales and Use Tax	6,415,000	-	6,415,000	513,864	(5,901,136)
Investment Earnings	2,500	-	2,500	1,815	(685)
Pers-EE Share	284,182	(284,182)	-	-	-
Intergovernmental	199,469	-	199,469	-	(199,469)
Reimb Special Dept Expense	-	-	-	-	-
Administration Reimbursement	110,194	-	110,194	27,549	(82,645)
Total Revenue	7,011,345	(284,182)	6,727,163	543,228	(6,183,935)
Expenditures					
Fire					
Salaries & Benefits	2,022,319	(93,073)	1,929,246	609,919	(1,319,327)
Materials, Supplies and Services	428,813	23,704	452,517	21,520	(430,997)
Administration Reimbursement	385,755	-	385,755	96,441	(289,314)
Transfer Out-Facilities Maint Fund	588	-	588	294	(294)
Total Fire	2,837,475	(69,369)	2,768,106	728,174	(2,039,932)
Police					
Salaries & Benefits	3,787,350	(308,133)	3,479,217	902,168	(2,577,049)
Materials, Supplies and Services	216,750	180,918	397,668	59,679	(337,989)
Acquisitions	120,300	(20,942)	99,358	-	(99,358)
Administration Reimbursement	141,531	-	141,531	35,385	(106,146)
Trsf-Support Service	69,585	-	69,585	-	(69,585)
Total Police	4,335,516	(148,157)	4,187,359	997,232	(3,190,127)
Public Works					
Materials, Supplies and Services	26	2,712	2,738	6	(2,732)
Administration Reimbursement	1	-	1	-	(1)
Transfer Out-Street Maint/Light Fund	100,000	-	100,000	100,000	-
Total Public Works	100,027	2,712	102,739	100,006	(2,733)
Total Expenditures	7,273,018	(214,814)	7,058,204	1,825,412	(5,232,792)
Ending Balance	\$ 1,348,458	\$ (69,368)	\$ 1,279,090	327,947.25	\$ (951,143)
Reconciliation to Cash Balance					
Receivable/Other Assets				(8,606)	
Liabilities				44	
Cash In Bank (Credit)				319,385	
Less Outstanding Encumbrances				(88,412)	
Balance				\$ 230,973	

(1) Adjustments to arrive at Final Budget for 2017-18 fiscal year

(2) Carryover encumbrances, capital projects, transfers between account lines and City Council actions

STATEMENT III

Measure C

Comparative Quarters Ending 9/30/18 and 9/30/17 Summary

	2018-2019				2017-2018			
	Adjusted Budget	Actual	Encumbrance	Variance Over / (Under)	Adjusted Budget	Actual	Encumbrance	Variance Over / (Under)
Beginning Balance 7/1/18	\$ 1,610,131	\$ 1,610,131	\$ -	\$ -	\$ 1,162,474	\$ 1,162,474	\$ -	\$ -
Revenue								
General Sales and Use Tax	6,415,000	513,864	-	(5,901,136)	6,290,000	414,800	-	(5,875,200)
Investment Earnings	2,500	1,815	-	(685)	1,900	41	-	(1,859)
Transfer In - AB 109	-	-	-	-	15,000	-	-	(15,000)
Transfer In - Unemployment	-	-	-	-	-	-	-	-
Pers-EE Share	-	-	-	-	266,557	58,152	-	(208,405)
Intergovernmental	199,469	-	-	(199,469)	220,695	-	-	(220,695)
Special Fire Dept Service	-	-	-	-	55,570	-	-	(55,570)
Reimb Special Dept Expense	-	-	-	-	-	-	-	-
Administration Reimbursement	110,194	27,549	-	(82,645)	97,520	24,381	-	(73,139)
Total Revenue	6,727,163	543,228	-	(6,183,935)	6,947,242	497,374	-	(6,449,868)
Expenditure								
Salaries	5,408,463	1,512,087	1,268	(3,895,108)	5,455,253	1,508,779	7,500	(3,938,974)
Materials, Supplies, and Services	852,923	81,205	87,145	(684,573)	931,403	129,168	125,616	(676,619)
Acquisitions	99,358	-	-	(99,358)	62,000	-	59,625	(2,375)
Administration Reimbursement	527,287	131,826	-	(395,461)	460,755	115,185	-	(345,570)
Capital Projects	-	-	-	-	-	-	-	-
Transfer Out - Street Maint/Light Fund	100,000	100,000	-	-	62,000	51,641	-	(10,359)
Transfer Out - Facilities Maint Fund	70,173	294	-	(69,879)	568	426	-	(142)
Total Expenditures	7,058,204	1,825,412	88,413	(5,144,379)	6,971,979	1,805,199	192,741	(4,974,039)
Ending Balance	\$ 1,279,090	327,947	\$ 88,413	\$ (1,039,556)	\$ 1,137,737	(145,351)	\$ 192,741	\$ (1,475,829)
Reconcilement to Cash Balance								
Receivable/Other Assets		(8,606)				139,787		
Liabilities		44				29		
Cash In Bank (Credit)		319,385				(5,535)		
Less Outstanding Encumbrances		(88,412)				(192,741)		
Balance		\$ 230,973				\$ (198,276)		



CITY OF MERCED

Merced Civic Center
678 W. 18th Street
Merced, CA 95340

ADMINISTRATIVE REPORT

File #: 18-588

Meeting Date: 11/13/2018

SUBJECT: Selection of a New Chair and Vice Chair

REPORT IN BRIEF

Yearly selection of a Chair and Vice Chair.

RECOMMENDATION

Nominate and appoint a Committee Member as Chair and Vice Chair.

AUTHORITY

City of Merced Charter Section 704.

DISCUSSION

Committee Members will need to select a new Chair and Vice Chair for the New Year.